ISD Configuration Control Board (CCB) Process

Number: 580-SP-001-1
Effective Date: 03/01/2004
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Approved By: (signature)
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Title: Chief, ISD

Responsible Office: 580/Information Systems Division (ISD)
Title: ISD Configuration Control Board (CCB) Process

Asset Type: Sub-process
**PAL Number:** 3.5.3

Purpose

To allow new or updated candidate process assets (i.e., software process descriptions, policies, procedures, templates, checklists, guidelines, and training) to be reviewed, approved, and baselined. To allow other types of potential ISD assets (e.g., product plans or tools) to be reviewed, approved, and baselined.

Scope

This process applies only to Division-level assets. Assets developed by, and tailored for, specific domains within the Division are baselined and controlled at the Branch level. Branch-level assets must be consistent with baselined Division-level assets, with deviations under waiver approval.

Context
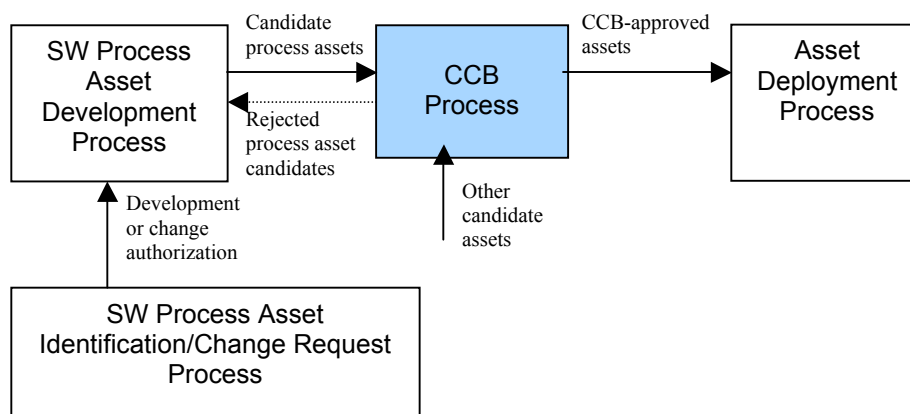
Roles and Responsibilities

CCB Chair: (This role is filled by the Division Chief or his/her designee.)
    Leads the CCB.
    Assigns CCB personnel and roles.
    Calls CCB meetings when needed.
    Approves/rejects candidate assets based upon recommendations of Branch Heads, the GSFC EPG, and other asset stakeholders.

CCB Secretary:
    Distributes meeting reminders and agenda.
    Prepares and distributes meeting minutes.
    Prepares and maintains an ISD CCB Disposition Log, recording asset processing status.

CCB Member: (Each Branch shall appoint an ISD CCB representative. Other CCB members are appointed by the Division Chief.)
    Attends CCB meetings.
    Performs CCB duties as specified by the CCB Chair.

Roles and Responsibilities (continued)	Branch Heads
	Ensure that candidate assets receive an adequate review by Branch personnel.
	Provide accept/adjust/reject recommendations, with rationale.
	GSFC EPG:
	Reviews candidate assets for ISO/CMMI compliance.
	Distributes candidate assets to Branch Heads for review and collects their review comments.
	Ensures candidates are updated to address Branch review comments.
	Submits Branch-acceptable assets to the CCB.
	Ensures assets are baselined and accessible to users.
	Authors and/or submitters (of candidate assets):
	Receive Branch-level review comments and recommendations.
	Adjust candidate assets to resolve Branch-level concerns.

Inputs	One or more candidate asset(s).
	o Candidate assets include both new assets as well as updated versions of existing assets.
	o Candidate process assets are usually developed by the EPG, but may be submitted by any staff member or organization within the Division.

Entry Criteria	Inputs are available.
	The CCB Chair is present.
	o The CCB Chair has the sole authority to approve a new or updated asset.

Exit Criteria	The GSFC EPG has been notified of the approval or rejection of candidate assets.
	Approved assets have been posted to the appropriate electronic asset library.

Outputs	CCB-approved asset(s) that are baselined and posted in a Division asset repository
	AND/OR
	Rejected candidate asset(s) with accompanying explanation and recommendations.

Major Tasks	Except for Task 1, which is performed initially and again after Task 4, the following major tasks are executed sequentially:
	1. Ensure each candidate asset is CMMI and ISO compliant. (EPG)
	2. Submit candidate assets to Branch Heads for review. (EPG)
	3. Review candidate assets and provide recommendations. (Branch Heads)
	4. Adjust candidate assets to resolve Branch-level concerns. (EPG and authors/submitters)
	5. Submit candidate assets to the CCB. (EPG/Branch Head)
	6. Call a CCB Meeting (Optional – CCB Chair)
	7. Approve or reject candidate assets. (CCB Chair)
	8. Ensure approved assets are baselined and made accessible to users. (EPG)

Task 1	**Ensure each candidate asset is CMMI and ISO compliant.** The EPG provides an internal review of each candidate asset to verify that it meets both CMMI and ISO requirements. This review is conducted for both new and updated assets, and for assets developed outside of the EPG as well as those developed by the EPG itself. If the asset is determined to be non-compliant, the EPG works with the author/submitter to revise the asset until it is corrected and compliant.
Task 2:	**Submit candidate assets to Branch Heads for review.** The Chair of the GSFC EPG or his/her designee sends one or more EPG-approved assets to all Branch Heads for review. To facilitate the review process, it is recommended that closely related assets be grouped in a single review package.
Task 3:	**Review candidate assets and provide recommendations.** Branch Heads distribute the candidate assets to appropriate personnel for review. Reviewers examine the assets, provide comments, and state their accept/adjust/reject recommendations.
Task 4:	**Adjust candidate assets to resolve Branch-level concerns.** The GSFC EPG collects the Branch-level review comments for each candidate asset and sends them to the author or submitter. The EPG may assist the author/submitter to resolve Branch-level concerns, negotiate conflicting recommendations, and ensure that assets are adjusted accordingly. Adjusted assets are then re-reviewed by the EPG to ensure CMMI and ISO compliance (see *Task 1*), and distributed to Branch Heads for final approval.
Task 5:	**Submit candidate assets to the CCB.** The GSFC EPG sends the Branch-approved assets to the CCB Chair and CCB Secretary. The submission includes all Branch-level comments and recommendations, and indicates how these were resolved. The CCB Secretary records the submission in the CCB Disposition Log.
Task 6:	**Call a CCB Meeting. (Optional)** The CCB Chair may decide that a meeting of the CCB is needed to discuss the candidate asset(s). At the request of the CCB Chair, the CCB Secretary notifies CCB members of the meeting date and time. The Secretary also distributes the agenda, candidate assets, and any other discussion material to the members in advance of the meeting, and records the minutes of the meeting.
Task 7:	**Approve or reject candidate assets.** The CCB examines the candidate assets submitted for approval. The CCB Chair approves or rejects each asset and notifies the GSFC EPG of each decision. An explanation and recommendations should accompany any rejection notification.

The CCB Secretary records the decision in the ISD CCB Disposition Log. |

Task 8:	**Ensure approved assets are baselined and made accessible to users.** The GSFC EPG ensures that the CCB-approved versions of all new or updated assets are posted to the appropriate electronic asset library (see *Tools*). The EPG notifies users that new or updated assets have been approved and are available for use.
Tools	GSFC Process Assets Library (PAL) web page at: http://software.gsfc.nasa.gov/process.htm ISD ISO 9001Configuration Controlled Items at: *http://isd.gsfc.nasa.gov/iso9k/ISOdetails.cfm*
Change History	11/05/2003 – Draft developed by the ISD Process Team of the GSFC EPG (lead authors: J. Haskell and L. Landis).
	11/11/2003 – Draft updated to incorporate review comments. (L. Landis)
	11/19/2003 – Updated to change "procedure" to process in the title of this and related assets. (L. Landis)
	12/10/2003 – Final draft incorporates additional recommendations from ISD Process Team and EPG Chair. (L. Landis, S. Godfrey)
	01/28/2004 – Revised to address comments received from the ISD Division Chief and Branch Heads. (L. Landis)
	02/19/2004 – CCB approved process with modification to context diagram.